

Adopted: September 2001, Revised: \_\_\_\_\_

## Class Title: Manager of Microcomputer and Radio Communications Systems

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, directs, supervises, and monitors activities of various bureaus. Manages and maintains the city's radio communications systems, microcomputer hardware/software, microcomputer training, and contracts. Manages personnel, customers, resources, and financial aspects. Offers technology leadership and management.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages personnel by conducting performance evaluations, instructing, counseling, and disciplining employees, evaluating and selecting new employees, and promoting teamwork and staff participation in the decision making process.
2	S	Promotes customer service by meeting with customers to ensure their technology needs are being met and are pleased with services provided, and identifying and implementing initiatives that improve customer satisfaction.
3	S	Provides technology leadership and management by identifying, recommending, and implementing technology that supports city business needs, planning and monitoring said implementation, and selecting vendors and establishing contracts with them.
4	S	Manages financial aspects by developing budgets to enable the city to implement and support the technology required to meet short and long range goals, reviewing and approving budget expenditures, and ensuring cost effectiveness and efficiency.
5	S	Participates on the Resource Management Team with other managers to improve allocation of resources across bureaus by adjusting priorities and distributing resources to meet city business needs.



Adopted: September 2001, Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read contracts, correspondence, reports, technical manuals, and policies and procedures.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, correspondence, technical plans, and related documents.
Managerial	Managerial responsibilities include planning and overseeing computer and radio communications system upgrades, training, and budgets.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.



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Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Supervision of staff, presentations
Sitting	F	Computer, desk work, meetings, driving
Walking	F	Inter-office, to/from meetings, to/from office equipment
Lifting	F	Briefcase, paperwork
Carrying	F	Briefcase, paperwork
Pushing/Pulling	R	Desk drawers, chairs
Reaching	R	Telephone, paperwork, desk drawers
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, supervision of staff, reading, driving
Hearing	C	Staff, customers, vendors, supervisors, presentations, meetings
Talking	F	Staff, customers, vendors, supervisors, presentations, meetings
Foot Controls	F	Driving
Other (specify)	N	



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Computer, Standard Microsoft Windows and Office software, calculator, telephone, laser or inkjet printer, Financial System, Budget System, Internet Explorer

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other (see 3 below)	N

(3)